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SUBJECT GROUP 1000-1999 MILITARY PERSONNEL

SUBGROUP 1000 - GENERAL

1000.1 Transient Personnel. The Transient Personnel Unit (TRANSITPERSU), Naval Station, Norfolk, VA is responsible for processing Sailors through administrative, transfer, discipline, and medical pipelines for commands who, because of deployed status or overseas location, cannot provide appropriate facilitation themselves. Specific guidance and procedures regarding transients are detailed in the following paragraphs.

1000.2 Authority to Transfer Personnel to TRANSITPERSU NORFOLK

a. The Naval Military Personnel Manual (MILPERSMAN) and Enlisted Transfer Manual (ENLTRANSMAN) govern procedures for transferring service members to TRANSITPERSU.

b. Review these manuals and the following paragraphs prior to sending service members to TRANSITPERSU for processing.

c. If the service members are not transferred to TRANSITPERSU, in accordance with the MILPERSMAN and ENLTRANSMAN, or prior arrangements with TRANSITPERSU, have not been made in accordance with the procedures outlined in this chapter, the service member may be returned to his/her parent command or ISIC for processing.

1000.3 Transient Personnel Reporting Procedures

a. Officer. Transient officers reporting to a shore unit, or to an afloat unit that is in port, will report directly to that unit. Officers reporting to deployed submarines will report to Submarine Squadron Support Unit, Building CEP-86. Officers reporting to other deployed units will report to Personnel Support Activity Detachment (PERSUPP DET), Naval Station, Norfolk, Building A-50. All other officers will report to the TRANSITPERSU Assignments Office, Building J-50. This office is open Monday - Friday, from 0700 to 2200. The TRANSITPERSU Assignments Office will instruct officers on check-in procedures. Officers reporting after 2200, on weekends or holidays, should report to the Naval Station (NAVSTA), Norfolk Quarterdeck, Building N-26.

b. Enlisted. All transient enlisted personnel, including those reporting for separation processing, will report to TRANSITPERSU Assignments Office, Building J-50. This office is open Monday - Friday, from 0700 to 2200. The TRANSITPERSU Assignments Office will instruct transients on check-in and berthing assignment procedures. Enlisted personnel reporting after 2200, on weekends or holidays, should report to the NAVSTA Norfolk Quarterdeck, Building N-26.

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c. Procedures. Timely processing of transient personnel requires them to report with all records and documentation required for their specific situation. To ensure that service members' transition is completed as quickly and efficiently as possible, the following procedures will be followed:

(1) The Executive, Administrative, Personnel or Legal Officer should normally make calls from fleet units requesting assistance.

(2) Calls should be made during core working hours (0700 - 1600) whenever possible.

(a) For Administrative Separation (ADSEP) or post-court martial prisoners awarded more than 30 days' confinement but not awarded a Bad Conduct Discharge (BCD).

(b) For returned unauthorized absentees, deserters, courts martial or civil court cases, and post-court martial BCD cases call the Discipline Officer.

(c) If, during normal working hours, you cannot contact the foregoing, contact the TRANSITPERSU Regular Transient Officer.

(d) After normal working hours, contact the TRANSITPERSU Command Duty Officer.

(3) Calls concerning NAVSTA Norfolk Brig Confinees (with adjudged sentences of 31 days or more)/personnel TAD for courts-martial should be made to the TRANSITPERSU Discipline Officer.

(4) Calls concerning all transient matters after hours should be made to the TRANSITPERSU Duty Officer.

d. Requirement. All personnel sent to TRANSITPERSU, whether TEMADD or TEMDU, must have funded orders, a current separation physical with an HIV screening filed in their medical record, SERANDA, and full seabag in their possession. The transferring activity must ensure members are briefed on why they are being transferred to TRANSITPERSU and the status of discipline, administrative, or separation processing in which the service member is involved. Members are not eligible to liquidate travel claims while in a TDY status. If the pay account does not accompany the member, the servicing disbursing officer is not at liberty to pay the member without proof of the member's projected daily norm.

1000.4 Hurricane/Emergency Underway. All personnel returning from liberty or leave during a hurricane dispersal of ships/squadrons or other emergency underway conditions should report to the command's ISIC, for messing and berthing assignment until their units return to Norfolk.

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1000.5 Leave Expiration. All personnel granted emergency leave by their units to expire at TRANSITPERSU because their parent unit is underway, must be instructed that leave extensions, except in an emergency, are not normally granted by TRANSITPERSU. Units granting personnel emergency leave while outside CONUS must ensure personnel are instructed, in writing, to contact the Navy Passenger Transportation Office (NAVPTO), Norfolk upon arrival CONUS to arrange for return transportation to their parent command.

1000.6 Transfers. If the unit's operational schedule requires earlier transfer than directed in the transfer directive, comply with ENLTRANSMAN, Chapter 24 (request modification of orders from order issuing authority). Units will not transfer personnel to TRANSITPERSU for further transfer or reassignment to other CONUS duty station. This type of transfer wastes travel/Per Diem funds, is detrimental to good morale, contributes to overcrowding, and result in needless receipt, transfer, and accounting actions.

1000.7 Temporary Additional Duty. Parent activities are responsible for arranging round trip transportation for personnel on TEMADD orders from their command. These personnel should not be directed to report to TRANSITPERSU for travel arrangements. Orders issued must have accounting data and TANGO numbers from the parent activity. If cost orders for TEMADD are not issued, and the parent command is underway, TRANSITPERSU has no alternative but to hold the service member on board while requesting TANGO numbers and accounting data from the parent activity or ISIC.

1000.8 Separation/Retirement/Fleet Reserve. Activities sending personnel to TRANSITPERSU are to ensure that the following requirements are carefully observed. Failure to observe these requirements may cause undue delay in separation processing or could result in personnel being returned to the transferring activity:

a. The unit must be about to deploy, with the probability of not returning to CONUS prior to the expiration date of the individual's active obligated service or the requested date of separation/retirement.

b. The Type Commander's exemption must have been granted in accordance with MILPERSMAN 1910-102.

c. All requirements of MILPERSMAN 1910-102, 1910-812 and 3640478 and ENLTRANSMAN, Addendum 1, must have been met.

d. The member must have a current separation physical, with an HIV screening, in his/her medical record.

e. All records must be forwarded with reenlistment recommendations.

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f. The service record must contain transfer evaluations for computation of final trait averages.

g. Records must reflect no erroneous recommendations for reenlistment when the subject's evaluation marks do not meet the minimum requirements of MILPERSMAN Chapter 1910 or the member has not met the minimum professional growth criteria in accordance with OPNAVINST 1160.5 series.

h. Enlisted personnel who are entitled to transportation of dependents and/or household effects at government expense upon separation must have been provided with individual transfer orders (MILPERSMAN 2640485) upon transfer. This is also applicable to members being transferred for Fleet Reserve or Retirement processing.

i. All personnel transferring in connection with Fleet Reserve must have the complete NAVPERS 1830/2 (Transfer to Fleet Reserve Authorization) included in the service record, along with copies of the completed NAVCOMPT 2272 in accordance with ENLTRANSMAN, Addendum 1.

j. All personnel transferring in connection with retirement must have the COMNAV MILPERSCOM Retirement Authorization message included in their service record, along with copies of the completed NAVCOMPT 2272 in accordance with ENLTRANSMAN, Addendum 1.

k. Service, pay, and health (medical and dental) records and personal effects must accompany the member upon transfer and the service record must contain all applicable pages.

l. Personnel sent to TRANSITPERSU for separation will, in accordance with MILPERSMAN 1910-808, have a separation physical completed. Physicals are good for six months. If a service member sent to TRANSITPERSU without a separation physical, including HIV test, completed, the service member will be retained beyond their EAOS or retirement date. Routinely, physicals take at least 30 days to schedule.

m. Service members arriving at TRANSITPERSU for separation will, if the separation package is complete, be separated within seven to ten working days in accordance with ENLTRANSMAN, Addendum (b), unless prior arrangements have been made with TRANSITPERSU. Contact TRANSITPERSU by telephone, naval message; or email (Figure 1000-1).

n. Closing of the service record in accordance with ENLTRANSMAN, Addendum 1 will be accomplished by the separation activity.

o. TRANSITPERSU recognizes that operational requirements may occasionally preclude some or all of these requirements being met. In those instances wherein a command can not comply with the procedures listed above (particularly pertaining to completed separation

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physicals), please notify TRANSITPERSU as much in advance of the member's transfer as possible. TRANSITPERSU will then try and set up necessary appointments on behalf of the member, prior to his/her arrival.

1000.9 Transfers to TRANSITPERSU for Administrative Discharge Processing

a. Personnel who have been processed for an administrative discharge, in accordance with this instruction and MILPERSMAN Chapter 1910, may not be transferred TEMADD to TRANSITPERSU without prior liaison. TEMDU transfer of administrative discharge personnel required prior approval of both the Bureau of Naval Personnel (BUPERS) and TRANSITPERSU, and must comply fully with the provisions of MILPERSMAN Chapter 1910. The NAVOP that authorized fleet units to send crewmembers to TRANSITPERSU, if units were within 21 days of underway operation of 10 days or more, was canceled. MILPERSMAN Chapter 1910-206 now governs transfer of service members to TRANSITPERSU for administrative separation processing.

b. Unit held Administrative Board or member waived Administrative Board. Commands may send administrative separation cases to TRANSITPERSU on cost/TEMADD to await action by BUPERS (PERS-832) if the administrative board has been done prior to the ship's underway or deployment, or the service member has waived his/her administrative board. In both instances, the transferring command must have already submitted the transfer package to BUPERS (PERS-832) by message or mail, and the following must be completed:

(1) Command has contacted TRANSITPERSU who has agreed to accept the member. Service member must be transferred during core working hours (0730 - 1600) at least two working days and not more than five working days prior to unit's departure.

(2) Complete copy of administrative discharge package/message has been filed in member's service record. Member's service, health, dental and pay records and transfer evaluation must accompany member. Current separation physical, with HIV screening, and drug or alcohol dependency evaluation if applicable, must accompany member.

(3) Command will ensure PERS-832 or PERS-254E (for personality disorders) is aware that TRANSITPERSU should be included as ACTION or INFO addressee on all messages, or as "copy to" addressee on all correspondence concerning member's case; including member's discharge authority. Parent command will immediately readdress any messages to TRANSITPERSU, if TRANSITPERSU is not an ACTION or INFO addressee.

(4) If BUPERS directs reprocessing because of deficiencies in the ADSEP package, the service member may be returned to the parent command, or its ISIC, for reprocessing.

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(5) Member will be transferred to TRANSITPERSU on COST TEMADD orders if TEMDU authority from BUPERS (PERS-83) has not been received. Put "AWAITING ADSEP DISCHARGE AUTHORITY," in nature of duty block on orders. If discharge authority has been received and ship is deployed member may be transferred to TRANSITPERSU TEMDU for separation. A copy of the discharge authority should be placed on top of left side of service record, date time group of BUPERS message should be referred to on the TEMDU orders, and nature of duty should read "TEMDU FOR ADMINISTRATIVE SEPARATION".

(6) In those cases where unit is deployed, the commanding officer has authority to authorize separation (MILPERSMAN 1910-010), and member is transferred to TRANSITPERSU for separation, a copy of the Letter of Notification/Statement of Awareness (LON/SOA) indicating that the member does not object must be placed on top of the left side of service record. In cases of hardship discharge, commanding officer's approval should be placed on top of the left side of service record.

(7) Figure 1000-2 is a checklist to help units transfer to await ADSEP discharge authority.

c. Unit desires to transfer members TEMDU to TRANSITPERSU for administrative board and processing. MILPERSMAN 1910-232 outlines procedures for a command to request BUPERS (PERS-83 or 245) transfer a crewmember to another command for administrative separation processing. These are:

(1) Contact the Administrative Discharge Supervisor at TRANSITPERSU (Figure 1000-1) to discuss the case.

(2) Make TEMDU request to the BUPERS (PERS-83). This request must identify the ADSEP reason(s) for processing, including a brief summary of the circumstances warranting the transfer, the identity and concurrence of the command to which member is to be transferred, and the name and telephone number (if applicable) or point of contact at both parent command and gaining command.

(3) Members must be fully qualified for separation under the reason(s) cited prior to requesting transfer, and must be processed for all reasons for which minimum criteria are met.

(4) If TEMDU authority is granted, prepare the Standard Transfer Order (STO) and comply with provisions of the MILPERSMAN and ENLTRANSMAN. Orders should indicate nature of duty as "AWAITING ADMIN DISCHARGE BOARD AND PROCESSING." Figure 1000-3 is a checklist to help units transfer members to TRANSITPERSU for an administrative board and processing.

1000.10 Cases Where Personnel May Not Get Underway With Unit Due to Medical Reason or Training/Schools Ashore

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a. Authorization. Personnel who have medical, dental, or physical therapy appointments; or whom a medical officer recommends not get underway, will be sent to the parent command's ISIC, not TEMADD to TRANSITPERSU.

b. Pregnancy Restrictions. Unless a commanding officer determines that service member's pregnancy is endangered on board or the ship is preparing for major deployment, pregnant service members cannot be transferred to TRANSITPERSU for further assignment prior to their 20th week of pregnancy. In such cases, the parent command needs PERS-40 and TRANSITPERSU approval for transfer. If the required approvals are obtained, transfer the member to TRANSITPERSU "TEM DU FFA" with transfer evaluation, all personnel, medical, dental, and pay records and copy of the availability request (Reference OPNAVINST 6000.1 series).

c. Other. Service members will not be transferred to TRANSITPERSU for berthing and accounting purposes to attend school or go to medical appointments.

1000.11 TEM DU Transfer to TRANSITPERSU for Courts-Martial

a. TEM DU transfers of service members to TRANSITPERSU for courts-martial will be handled on a case by case basis, and will generally only be approved for highly unusual circumstances.

b. If an operational command desires to transfer a member to TRANSITPERSU to conduct the court-martial, contact the TRANSITPERSU Discipline Officer (Figure 1000-1) to discuss the case. Figure 1000-4 summarizes the basic information TRANSITPERSU needs to make a decision.

c. If TRANSITPERSU agrees to take the member TEM DU and conduct the courts martial, TRANSITPERSU will request TEM DU authority. The transferring command will ensure that TRANSITPERSU is an INFO addressee on all correspondence/messages regarding the member's case and his/her subsequent transfer to TRANSITPERSU.

d. If a unit is underway, and desires to have TRANSITPERSU process a member who has returned from an unauthorized absentee or deserter status, the unit may request a Deserter Information Point (DIP) waiver, MILPERSMAN 1600-030. Ensure TRANSITPERSU is an INFO addressee on the message. If TEM DU authority is granted, forward SERANDA, transfer evaluation, STO, and the information requested in Figure 1000-3 to Commanding Officer, Transient Personnel Unit, 1683 Gilbert St., Norfolk, VA 23511-2794 by returning ship's company personnel, if possible, or by certified mail. Notify TRANSITPERSU by priority message of the date and method of transfer. If the records and required documents are in the local area, deliver them to the TRANSITPERSU Discipline Officer during normal working hours.

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1000.12 Cases of Personnel Held by Civil Authorities where units desire to have them transferred to TRANSITPERSU TEMDU.

a. PAYPERSMAN 10375 provides procedures for service members held by civil authorities. Members may not be transferred TEMDU to TRANSITPERSU without prior approval of BUPERS and TRANSITPERSU.

b. Contact TRANSITPERSU Discipline Officer (Figure 1000-1) to discuss case. Figure 1000-5 summarizes the information TRANSITPERSU needs to know prior to accepting TEMDU any individual who is in the hands of civil authorities.

c. If the transfer is approved by BUPERS; records, accounts, and personal effects of the member held by civil authorities should be hand delivered or mailed to the Commanding Officer, Transient Personnel Unit, 1683 Gilbert St., Norfolk, VA 23511-2794. An entry should be made on a Page 13 of the service record as to the exact date, hour, and circumstances of the unauthorized absence or arrest; full details of the trial and civil convictions, if any, and the present location of the individual. Compliance with PAYPERSMAN 10375 is mandatory. Orders and records stating simply "HELD BY CIVIL AUTHORITIES" are not sufficient to enable the TRANSITPERSU to promptly follow up and dispose of the case in accordance with the MILPERSMAN.

1000.13 Cases Involving Pending Court-Martial or Civil Proceedings - Transfer in Temporary Additional Duty TEMADD Status.

a. In cases where personnel have been referred for trial by court-martial by afloat units or are pending civil court, personnel may be transferred TEMADD to TRANSITPERSU if the unit will be underway on the date the court (martial/civil) is scheduled to convene. Contact TRANSITPERSU Discipline Officer (see figure 1000-1) to make arrangements. All orders must be TEMADD/COST with court-martial or civil trial date, and defense counsel names indicated on the orders. Liaison with the Type Commander, and Naval Legal Service Office, Mid-Atlantic (NAVLEGSVCOFF MIDLANT) will be made prior to transfer of personnel awaiting court-martial proceeding. Transfer will be effected during core working hours (0730 - 1600) at least two working days prior to departure of afloat units. Full compliance with ENLTRANSMAN, Chapter 23, is mandatory. All records, accounts and personal effects will accompany service member upon transfer.

b. The service member who is found innocent at court-martial or civil court will be returned to the parent command.

c. If the case is continued, and the parent command is underway, TRANSITPERSU will return the member to the parent command unless the continued court date is prior to the command's return date.

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d. Other arrangements regarding the disposition of court martial cases will be handled on a case by case basis, in accordance with paragraph 1000.11 above.

e. TEMDU transfers of service members awaiting civil court will be handled on a case by case basis. Contact the TRANSITPERSU Discipline Officer (Figure 1000-1) to discuss the case.

f. If service member is in pretrial confinement and the parent command gets underway, copies of the confinement order and magistrate's letter must be included in the member's service record. SERANDA will be delivered to the Naval Station (NAVSTA) Brig. Member's personal effects will also be delivered to the Brig. Member's parent command or ISIC will be responsible for Brig visits while member is in pretrial confinement.

g. If a service member is convicted at court-martial/civil court of an offense processable under the provision of MILPERSMAN Chapter 1910, and the parent command is deployed, TRANSITPERSU will, if the parent command desires, request TEMDU authority from BUPERS (PERS-83) and process the member for ADSEP. If the unit deploys, ensuring the member's SERANDA has been delivered to the NAVSTA Brig if the member is confined there, or to TRANSITPERSU if the member is awaiting civil court on charges that could result in ADSEP, will significantly speed ADSEP processing should the service member be convicted.

h. Figure 1000-4 is a checklist for sending members to TRANSITPERSU TEMADD for civil or military court.

1000.14 Cases of Personnel Transferred TAD for Confinement. Personnel confined at NAVSTA Brig for 30 days or less (without discharge pending) are normally sent on NO-COST TEMADD confinement orders. However, if the ship/squadron departs and is not scheduled to return to Norfolk prior to the date the member is due to be released from confinement, the command will deliver member's pay records with TEMAD/COST orders to TRANSITPERSU, Discipline Officer, Building J-50, NAVSTA Norfolk, prior to departure. TRANSITPERSU will deliver the orders to the servicing PERSUPP DET. This procedure is in accordance with MILPERSMAN 1640-050 through 100 and, if followed, will enable TRANSITPERSU to pay members any pay due and facilitate the member's expeditious return to the parent command.

1000.15 Personnel Adjudged a Bad Conduct Discharge (BCD). Personnel, who are adjudged a BCD regardless of whether or not they are awarded confinement, will be transferred to TRANSITPERSU in a TEMDU status. Member will be transferred with STOs (MILPERSMAN 1640-050 through 100), and SERANDA (if not left at Brig prior to deployment), as soon as possible after completion of court-martial. Reason for transfer will be "FOR CONFINEMENT AND APPELLATE LEAVE PROCESSING," when confinement is involved, and "FOR APPELLATE LEAVE PROCESSING" when no confinement is involved. For those cases tried at NAVLEGSVCOFF

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MIDLANT, they will normally forward the service record directly to the TRANSITPERSU. Send records certified -- not registered -- mail if they have to be mailed. If the unit is in port, have a runner deliver SERANDA to the TRANSITPERSU Discipline Officer during core working hours (0700-1600).

1000.16 Personnel Confined in Excess of 30 Days. Personnel who have been adjudged an adjusted sentence of 31 days or more will be transferred to TRANSITPERSU in a TEMDU status. (The adjusted sentence is computed by subtracting any pretrial confinement credited from the actual sentence or the maximum sentence the convening authority has agreed to in any pretrial agreement.) Member will be transferred with STOs (MILPERSMAN 1640-050 through 100) and SERANDA (by certified mail if deployed), as soon as possible after completion of court-martial. Reason for transfer will be "FOR CONFINEMENT AND ADMINISTRATIVE PROCESSING". For those cases tried at NAVLEGSVCOFF MIDLANT, they will normally forward the service record directly to TRANSITPERSU. Timely receipt of records expedites the ADSEP process.

1000.17 Cases of Personnel Hospitalized on No-Cost Orders. Personnel transferred for treatment on no-cost TAD orders without any records in their possession frequently experience financial hardship, which severely hampers their quality of life. When the member's ship or squadron departs the immediate vicinity, of the medical facility, ENLTRANSMAN Chapter 19 directs that the no cost orders be modified to cost orders, and records be delivered to the uniformed service medical facility where the member is undergoing treatment. If these procedures are followed, it will enable the service member to be paid and facilitate his/her return to the parent command.

1000.18 Personnel Transferred for Medical Reasons. Personnel who have been found unfit for sea duty will be directed to check out of their command and report to TRANSITPERSU by Naval Medical Center (NAVMEDCEN), Portsmouth. NAVMEDCEN will issue Memorandum Orders to the member. After reporting to TRANSITPERSU and five working days from the date of the Memorandum Orders, the command must prepare STOs for the member. Ensure that the member is transferred with a detaching Evaluation/Fitness Report.

PLAD for messages: TRANSITPERSU NORFOLK VA//insert proper office code(s)//

Correct UIC for transients is: 32002

TRANSITPERSU mailing address: COMMANDING OFFICER
TRANSIENT PERSONNEL UNIT
{OFFICE CODE}
1683 GILBERT STREET
NORFOLK VA 23511-2794

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Figure 1000-1

TRANSIENT PERSONNEL UNIT EMAIL ADDRESS GUIDE

<u>EXECUTIVE DEPARTMENT</u>	<u>EMAIL ADDRESS</u>
Commanding Officer	<u>coTRANSITPERSU@nsn.cmar.navy.mil</u>
Executive Officer	<u>xoTRANSITPERSU@nsn.cmar.navy.mil</u>
Transient Officer	<u>transTRANSITPERSU@nsn.cmar.navy.mil</u>
Administrative Officer	<u>adminTRANSITPERSU@nsn.cmar.navy.mil</u>
Senior Enlisted Advisor	<u>seaTRANSITPERSU@nsn.cmar.navy.mil</u>
<u>DISCIPLINE DEPARTMENT</u>	
Discipline Officer	<u>TRANSITPERSUcm@nsn.cmar.navy.mil</u>
Chief Master at Arms	<u>cmaaTRANSITPERSU@nsn.cmar.navy.mil</u>
<u>ADMINISTRATIVE SEPARATIONS</u>	
ADSEP Clerk	<u>adsepTRANSITPERSU@nsn.cmar.navy.mil</u>

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Figure 1000-2

ADMINISTRATIVE DISCHARGE CHECKLIST
(MEMBER WAIVES ADMIN BOARD)

1. _____ Prior to deployment or underway period of greater than 30 days, contact TRANSITPERSU, ADSEP Division (see figure 1000-1), 757-444-7559/3915 (DSN prefix 564), message, email or INMARSAT, to discuss case.
2. _____ Ensure member has been issued, and signed the receipt for, the LON.
3. _____ Ensure member has elected rights and signed the SOA. Note: if member elects, member cannot sign SOA until two days after receipt of LON. BUPERS will reject the package and require reprocessing.
4. _____ Ensure that each reason for processing is documented.
5. _____ Ensure that TRANSITPERSU is an INFO addressee on all messages sent to BUPERS; and that in all non-message correspondence regarding this case BUPERS is notified that the member has been transferred to TRANSITPERSU. This discharge authority will be sent to TRANSITPERSU vice the transferring unit.
6. _____ Ensure Drug Dependency/Alcohol Dependency Evaluation is completed if the member has had drug or alcohol related misconduct.
7. _____ Make sure transfer evaluation and service record pages are complete.
8. _____ Place a copy of ADSEP Package in members service record.
9. _____ Ensure member has a completed separation physical in his/her record (physicals are good for six months, and HIV tests for three months). If a separation physical cannot be completed, state the reason why, and request TRANSITPERSU to schedule one.
10. _____ If awaiting discharge authority, prepare TEMADD/COST orders to send member to TRANSITPERSU. When unit receives discharge authority and TRANSITPERSU is INFO addressee, member may be dropped from EDVR. If TRANSITPERSU is not INFO addressee, readdress message to TRANSITPERSU priority precedence. Place "AWAITING ADMINISTRATIVE AUTHORITY" in nature of duty block of TEMADD orders.
11. _____ If discharge authority is received prior to transfer, place a copy of discharge authority message on the left side of the service record. Cite the DTG of message granting discharge authority as authority to transfer member TEMDU and place "TEMDU FOR ADMINISTRATIVE SEPARATION" in the nature of duty block on the orders.

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12. _____ Deliver SERANDA to TRANSITPERSU prior to deployment or underway period of greater than 30 days. If necessary to mail SERANDA, send certified mail.

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Figure 1000-3

ADMINISTRATIVE DISCHARGE CHECKLIST
(ADMINISTRATIVE DISCHARGE BOARD REQUESTED BUT NOT HELD)

1. _____ Contact TRANSITPERSU ADSEP Division (Figure 1000-1) at 757-444-7559/3915 (DSN prefix 564), by message, email, or INMARSAT, to discuss the case.
2. _____ Make TEMDU request to BUPERS (PERS-83). As directed in MILPERSMAN 1910-232, include the following information in this request:
 - a. _____ Reasons for processing.
 - b. _____ Summary of circumstances warranting transfer to TRANSITPERSU.
 - c. _____ Identity and concurrence of command to which service member will be transferred.
 - d. _____ Name and telephone number of POC at both parent and gaining command.
3. _____ Include the following with all cases sent to TRANSITPERSU for administrative discharge boards.
 - a. _____ Any investigations to be presented to board
 - b. _____ Copy of any counseling or warnings given on department or division level.
 - c. _____ Documenting evidence and complete copies of mast cases.
 - d. _____ Comments of CO, XO, Department Head, Division Officer, etc., regarding service member's potential for further service.
 - e. _____ Urine Sample Log (drug cases)
 - f. _____ Chain of Custody (drug cases)
 - g. _____ Message from Drug Lab indicating positive analysis (drug cases).
 - h. _____ Copies of all mast packages.
4. _____ If local, transfer service member prior to 1500, three working days prior to unit's departure.

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5. _____ Complete the separation physical. If unable to complete the separation physical, state reason, and request TRANSITPERSU schedule one.
6. _____ Make TRANSITPERSU INFO addressee on all messages regarding the service member.
7. _____ Prepare STO and other documents required by the MILPERSMAN and ENLTRANSMAN, and, if deployed, make TRANSITPERSU an INFO addressee on all port call requests made for the member. Reference DTG of BUPERS message granting TEMDU authority.

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Figure 1000-4

CHECK LIST
TEM DU TRANSFER FOR COURT MARTIAL

1. _____ Contact TRANSITPERSU Discipline Officer (Figure 1000-1) at 757-445-6776 or 444-0192 (DSN prefix 564/565), message, email, or INMARSAT, to discuss the case:
 - a. _____ Note reason why the command cannot court martial the individual.
 - b. _____ Note charges for which member is being referred to court martial.
 - c. _____ Note past disciplinary history.
 - d. _____ Note name and location of material witnesses, including addresses and phone numbers.
 - e. _____ Provide case number and supervising agent for any NCIS investigation relevant to the case.
 - f. _____ List names of defense (civil/military) and trial counsels.
 - g. _____ Has member been in pre-trial restriction or restraint? If so, how long, and is member in the brig now?
2. _____ If TRANSITPERSU agrees to take the case, TRANSITPERSU will request TEMDU authority from BUPERS.
3. _____ If TEMDU authority is granted, ensure that all information relevant to the case, including the following, is forwarded to TRANSITPERSU by certified mail.
 - a. _____ For drug cases, Drug Lab message, relevant chain of custody log pages, etc.
 - b. _____ Statements from supervisors or others that could be used by the prosecutor to strengthen the case.
 - c. _____ Any matters in aggravation that could be used by the prosecution.
 - d. _____ Copies of all court results or previous mast packages relevant to the individual.
 - e. _____ Prepare STO and other documents required by the MILPERSMAN and ENLTRANSMAN, and, if deployed, make TRANSITPERSU an INFO addressee on all port call requests made for member. Reference

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the BUPERS message granting TEMDU authority or conversation with TRANSITPERSU contact including their name, and place the words "FOR COURT-MARTIAL" in the "reason" blocks on the STO.

f. _____ Ensure member has a completed separation physical in his/her record (physicals are good for six months, and HIV tests for three months). If a separation physical cannot be completed, state the reason and request TRANSITPERSU schedule one.

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Figure 1000-5

CHECKLIST FOR CIVIL OR MILITARY COURT
(MEMBER CHARGED WITH A SERIOUS OFFENSE AND IN HANDS OF CIVIL
AUTHORITIES AND UNIT DEPLOYING OR DEPLOYED)

1. _____ Prior to deployment, contact TRANSITPERSU Discipline Officer (Figure 1000-1) at 445-6776 or 444-0192 (DSN prefix 564/565), message, email, or INMARSAT, to discuss the case. TRANSITPERSU will need to know the following information:
 - a. _____ Charges against the individual.
 - b. _____ Date, type, and place of court.
 - c. _____ Name of military counsel.
 - d. _____ Name of civilian counsel.
 - e. _____ Location of incarceration, date incarceration began, contact name and telephone number at correctional institution.
2. _____ If TRANSITPERSU agrees to take member, request TEMDU authority from BUPERS (PERS-83), referencing your communication with TRANSITPERSU, including the name and phone number of the TRANSITPERSU contact.
3. _____ Execute a Page 13 entry and place it in the member's record stating the exact date, hour, and circumstances of the unauthorized absence or arrest; full details of the trial and civil convictions, if any; and any other information deemed relevant to the case.
4. _____ Transfer member to TRANSITPERSU in accordance with provision of the MILPERSMAN and ENLTRANSMAN. The "reason" code on the STOs should read "IN THE HANDS OF CIVIL AUTHORITIES".
5. _____ Deliver SERANDA to TRANSITPERSU, if in port. Mail SERANDA by certified mail, if deployed. If member is convicted of the offense and the offense requires administrative processing, TRANSITPERSU will request TEMDU authority and process the individual accordingly.